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AN EMERGENCY HIGHLANDS PRESERVATION AREA APPROVAL APPLICATION CHECKLIST

(updated 07/05/05)

An Emergency Highlands Preservation Area Approval (HPAA) means a temporary permit to engage in a regulated activity in the Highlands Preservation Area that is an unacceptable threat to human life, a severe loss of property, and/or severe environmental degradation will occur if an emergency HPAA is not issued or the anticipated threat or loss will likely occur before a HPAA can be issued pursuant to the Highlands Water Protection and Planning Act and Rules. This checklist should be used for all Emergency Highlands Preservation Area Approvals and only after the Department has given a verbal authorization to undertake the activities necessary to remedy the emergency. This includes any site that is regulated pursuant to the Highlands Water Protection and Planning Act.

NOTE: Please provide only one copy of each item listed below, unless the item specifically states that more copies should be provided.

NOTE: The person who signs the LURP-1 form as the applicant must be the owner of the site, or a person with legal authority over the site to carry out all requirements of any authorization issued. Others may assist the applicant in preparing the application, and may be identified in the application as the applicant's agent. For example, the applicant may be a person who is under contract to buy the site. However, the applicant may not be a consultant, engineer, attorney, or other person who has assisted in preparing the application but who does not have legal authority to carry out the project that is the subject of the application.

NOTE: If any portion of this site is known or suspected to contain any contamination, the applicant shall provide any and all information regarding said contamination to this office together with the associated permit application.

APPLICATION REQUIREMENTS

To be deemed administratively complete, an application for an Emergency Highlands Preservation Area Approval must include all of the following items:

- ___ 1. The lot, block, street address and municipality of the proposed project, and the name and address of the land owners;
- ___ 2. The exact nature of the emergency and why the applicant believes it constitutes an unacceptable threat to human life, a severe loss of property, and/or severe environmental degradation;
- ___ 3. The reasons why the emergency could not be controlled or eliminated pending submission and review of a normal HPAA application;
- ___ 4. The extent of work that was performed, and the names of the contractors who performed the work, if known;
- ___ 5. The extent of work in Highlands resource areas and the proposed mitigation, if required by the Highlands rules, for that activity;
- ___ 6. The number of days within which the proposed work, including mitigation, was completed;
- ___ 7. A general description of additional work that will be undertaken after completion of the mitigation and emergency work;
- ___ 8. Plans depicting the emergency work and mitigation;
- ___ 9. Photographs of the site depicting the emergency, to the extent possible;
- ___ 10. The names and contact numbers of persons with factual knowledge of the emergency condition, and a written statement from those persons which documents the existence of the emergency;
- ___ 11. The names and contact numbers of all professional engineers, consultants, or others with personal knowledge of the emergency condition, and a written statement from those persons as necessary to document the existence of the emergency;

- ___ 12. "As-built" drawings, showing all activities conducted under the emergency permit, including all excavation, grading, structures, extent of work in Highlands resource areas and other regulated activities;
- ___ 13. A complete analysis of compliance with each of the standards contained in N.J.A.C. 7:38-3 and N.J.A.C. 7:38-6;and
- ___ 13. The applicable fee for a HPAA as indicated in the Highlands Preservation Area Approval fee table (found at www.nj.gov/dep/highlands), paid as follows:
- The fee shall be paid by personal check, certified check, attorney check, government purchase order, or money order;
 - The fee shall be made payable to "Treasurer, State of New Jersey";
 - Each check, purchase order, or money order must be marked with the name of the applicant;